

Reports 1-4-1

Principal Accomplishments and Benefits
for
Fiscal Year 1961
Records Management Staff

25X1

Salaries

Tangible Benefits

1. Attached are reports of accomplishments and monetary benefits derived from the major programs undertaken by this Staff during Fiscal Year 1961. Many additional benefits were considered intangible.

2. A consolidated summary of the costs and tangible benefits contained in the attached detailed reports is as follows:

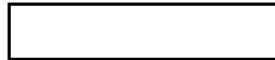
	<u>Salaries</u>	<u>Tangible Benefits</u>
Office of Chief	\$ 24,946	\$ 100,000
Records Systems and Disp.	56,930	75,938
Forms Branch	53,981	84,510
Records Center	107,540	854,538
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3. Some of the major accomplishments during the fiscal year include:

- a. Workshops to acquaint and instruct in shelf filing applications and techniques presented to 137 employees.
- b. Workshops in filing systems and operations presented to 133 Agency employees and new personnel in the pool.
- c. Improvement in Agency forms, by redesigning, combining, eliminating, and controlling the printing of forms.
- d. Audit of records programs to ensure that inactive records were being disposed of in accordance with existing schedules. During this period 21,800 cu. ft. of obsolete or inactive records were destroyed.
- e. Seminars held to promote the vital records program.
- f. Attendance of staff at both internal and external training courses, seminars and exhibits to further knowledge on records management and related activities.
- g. Special comprehensive surveys in Office of Security to improve systems and practices.

- h. Increases in filing capacity with reductions in floor space through shelf filing installations, resulting in release of costly equipment and/or elimination of need for procuring additional safe equipment.
 - i. A volume of 15,607 cu. ft. of inactive records were transferred to the Records Center by Agency components. If retained in current office space these records would require 1951 four-drawer safe cabinets costing over \$850,000 to house them.
4. The staff will continue to seek out controls and reductions in costs for creating and maintaining records; encourage transfer or disposal of inactive records; advise and instruct Agency personnel on new techniques and methods, and to otherwise improve the paperwork management program within the Agency.



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